

Leave of Absence Request: Full-Time Program

Version 7

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Students are required to contact their Student Adviser to discuss any impacts on their studies.

To take a semester off from a full-time day program, you must:

1. Download the [Leave of Absence Request: Full-Time Program form \(PDF\)](#).
2. Complete your section of the form electronically using the boxes provided. Make sure to type your name in the signature field to avoid locking the form.
3. Email your completed form to your Student Adviser using a valid Seneca email account.

Note: Student Advisers will forward your form to the respective departments for signatures.

Withdraw Request: Full-Time Program

A student who wishes to withdraw from a full-time day program is required to complete and submit a [Withdraw Form: Full-time Program](#) form.

tags : registrar-form